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[REDACTED]

SUPPORT OFFICER' MEETING

22 July 1964

DD/S Conference Room

1. Those Present:

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[REDACTED]

2.

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[REDACTED]

3. [REDACTED] brought up the following items from the DDP Staff Meeting:

(a) Mr. Helms advised that as of last Friday the JM Wave Station

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all law-enforcement agencies well in advance; and, as a result, they were prepared to cope with the problem.

(b) Mr. Helms has requested that [REDACTED] be advised by telephone whenever a Division Chief is to be away on leave for a half day or more.

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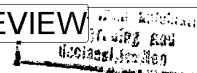
(c) The Chief Telephone Operator has advised us through the DDP that the telephone section is receiving numerous information calls asking for the telephone number of a unit, rather than an individual. The operators do not have this information, and it is bad security practice to request information in this manner. Mr. Helms asked that the subject be treated at the Staff Meetings to assure that it is stopped.

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officer who would make it his sole responsibility to work out these problem cases before they blow up and to call to his attention and to that of the Division Chief the facts of the case.

4. The following items from the DDS Staff meeting were reviewed.

(a) General Counsel stated that it appeared certain now that the pay bill will be retroactive to 1 July 1964 and that we will be authorized to receive the retroactive portion.

(b) Director of Finance announced that the Office of Finance will be completed on Monday and that they will be in business again as of that date.

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(d) A book dispatch issued in the summer of 1963 directed field finance officers to submit annual reports to headquarters which reflects Chiefs of Stations household and entertainment expenses. These reports are now coming in but are being sent in various directions. They should be sent directly to the Chief of Accounts Division of the Office of Finance. That Office will prepare a consolidated report to the DDP and will forward the appropriate portions of the report to the Area Divisions.

(e) The Agency contributed, or pledged, \$7,040 to the JFK Library Fund. Two thousand nine hundred and fifty-nine employees participated, and the average contribution was \$2.38.

(f) The Support Office has requested that all requests for exception to the housing regulation contain a proposed date on which it desires that the exception be effective.

(g) At the Support Officers' Conference in [] a suggestion was made that approvals for certain cases could be given on a dispatch or cable replying to the field request. We have had some success with cases submitted under this arrangement and suggest that this system be used whenever the case is clearly presented in an attachment to the outgoing correspondence. When the case is not clear and additional facts must be presented, the Staff study format should be used.

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(h) As suggested in the last meeting, a paragraph has been added to the house book dispatch calling for stations to provide us with house data if they feel that the quarters allowance at their post is not adequate. When such reports are received from the field, please pass them to us quickly in order that we may get them to the [redacted] Section on a timely basis.

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4. In the last meeting, it was requested that we look into the 48-hour parking limit which is in force in the Agency lots. The Office of Security has agreed to discontinue this limit and not issue tickets unless a vehicle is left for an unusually long time or is a safety hazard. With the approach of the snow season, the limit will be placed back into effect to permit snow removal.

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5. [redacted]

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6. [redacted] brought action memorandum no. 408 to the attention of the group and read certain portions of it. This memorandum deals with the review of Audit Reports by Command and Support Officers.

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7. [redacted] reviewed the pending vehicle regulation and pointed out the certain changes which are included in them. He particularly noted a provision forbidding the official use of vehicles for transportation between the office and the home. In the discussion that followed, there was no exception taken to the new proposals.

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